# Class Tasks B3
# Reviewing and Refining Data Model Designs
# Suggested Answers

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## Class Task 3.1 – Timescales

Individually or in small groups.

Identify the tasks & timescales for the given scenario. Add more rows if needed.

Present your designs to the group.

**Time Allowed: 10 minutes.**

### Suggested Answers

Job sheet

| Task | Timescale | New Timescale |
|---|---|---|
| Create outline job sheet layout | Complete by end 11/05 | |
| Add lookup functionality from Data sheet | Complete by end 11/05 | |
| Add user validation for data entry | Complete by end 11/05 | |
| Add user validation for drop down lists | Complete by end 11/05 | |
| Add sheet navigation | Complete by end 11/05 | |
| Get feedback on sheet | Complete by end 11/05 | |
| Make changes to sheet based on feedback | Complete by end 12/05 | |

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Data sheet

| Task | Timescale | New Timescale |
|---|---|---|
| Create Job Data | Complete by end 11/05 | |
| Create Tax Data | Complete by end 11/05 | |
| Create Expenses Data | Complete by end 11/05 | |
| Get feedback on sheet | Complete by end 11/05 | |
| Make changes to sheet based on feedback | Complete by end 12/05 | |

Expenses sheet

| Task | Timescale | New Timescale |
|---|---|---|
| Create outline expenses sheet layout | Complete by end 12/05 | |
| Add lookup functionality from Data sheet | Complete by end 12/05 | |
| Add user validation for data entry | Complete by end 12/05 | |
| Add user validation for drop down lists | Complete by end 12/05 | |
| Add sheet navigation | Complete by end 12/05 | |
| Get feedback on sheet | Complete by end 12/05 | |
| Make changes to sheet based on feedback | Complete by end 13/05 | |

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Summary sheet

| Task | Timescale | New Timescale |
|---|---|---|
| Create Functions to load data from jobs sheet | Complete by end 13/05 | |
| Create Functions to load data from summary sheet | Complete by end 13/05 | |
| Create Functions to calculate profits | Complete by end 13/05 | |
| Create Functions to calculate corporation tax | Complete by end 13/05 | |
| Add conditional formatting | Complete by end 13/05 | |
| Add sheet navigation | Complete by end 13/05 | |
| Get feedback on sheet | Complete by end 13/05 | |
| Make changes to sheet based on feedback | Complete by end 14/05 | |

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## Class Task 2.2 – Hold Feedback Meetings

Individually or in small groups.

Plan and hold **TWO** meetings to get feedback from **AT LEAST TWO PEOPLE.**

Record the minutes of your meeting.

Present your findings to the group.

**Time Allowed: 20 minutes.**

Minutes 1

# Meeting Minutes

| | | | |
|---|---|---|---|
| ***Meeting Date**: 07/05* | | | |
| ***Those Present:*** | *Spreadsheet Designer, Client* | | |
| ***Agenda Items*** | ***Decision*** | ***Actioned By*** | ***By When?*** |
| *Get Feedback on designs* | *feedback* | *Designer* | *08/05* |
| **New Action Items** | | | |
| ***Action Item*** | | ***Actioned By*** | ***By When?*** |
| *Corporation tax could change, so have an entry in the data sheet for this.* | | *Designer* | *08/05* |
| *The data sheet needs to be created BEFORE the other sheets, so the timescales need to change.* | | *Designer* | *08/05* |
| ***Date of Next Meeting*** | *09/05* | | |
| ***Location of Next Meeting*** | *TBA* | | |
| ***Objectives*** | *Review designs* | | |

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# Meeting Minutes

| | | | |
|---|---|---|---|
| ***Meeting Date**: 07/05* | | | |
| ***Those Present:*** | *Spreadsheet Designer, User* | | |
| ***Agenda Items*** | ***Decision*** | ***Actioned By*** | ***By When?*** |
| *Get Feedback on designs* | *feedback* | *Designer* | *08/05* |

## New Action Items

| ***Action Item*** | ***Actioned By*** | ***By When?*** |
|---|---|---|
| *A main Menu screen would be useful* | *Designer* | *08/05* |
| *The designs don't show navigation buttons, these need to be added* | *Designer* | *08/05* |
| *There is no mention of help text anywhere.* | *Designer* | *08/05* |

| | |
|---|---|
| ***Date of Next Meeting*** | *09/05* |
| ***Location of Next Meeting*** | *TBA* |
| ***Objectives*** | *Review designs* |

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## Class Task 2.3 – Create the RAID log

Individually or in small groups.

Use the feedback given to you to create the RAID log for the project.

Present your ideas to the group.

**Time Allowed: 5 minutes.**

### Suggested Answer

| Risk / Issue | Description | Actions | Decision |
|---|---|---|---|
| Issue 1 | Corporation tax could change, so have an entry in the data sheet for this | Add 20% corporation tax to Data sheet and change calculations appropriately. | Change processing designs and layout designs. |
| Issue 2 | The data sheet needs to be created BEFORE the other sheets, so the timescales need to change. | Make sure data sheet is created first. | Change timescales. |
| Issue 3 | A main Menu screen would be useful | Design and build a new main menu. | Change layout designs, navigation designs and timescales. |
| Issue 4 | The designs don't show navigation buttons, these need to be added | Add navigation buttons to design. | Change layout designs. |
| Issue 5 | There is no mention of help text anywhere. | Add help text to design. | Change layout designs. |

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# Class Task 2.4 – Refining Ideas and Solutions.

Individually or in small groups.

Refine the design solution as identified by your RAID log. Change the documentation as necessary.

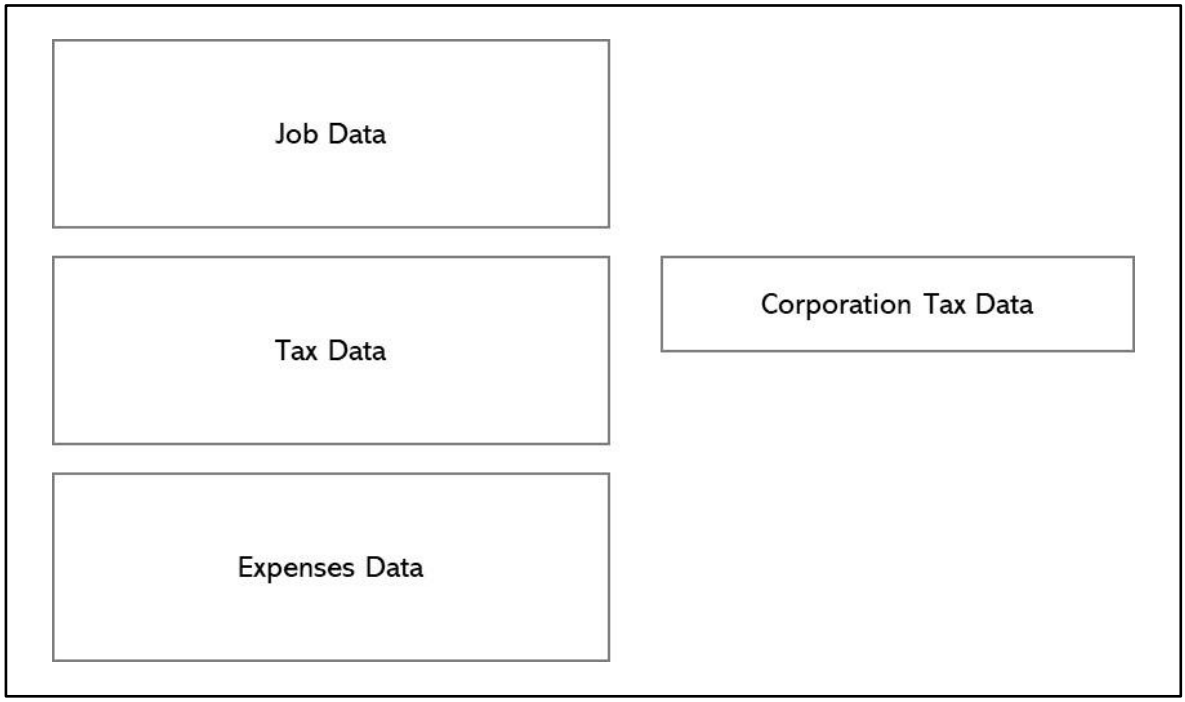
You might need to change Layout, Processing, Navigation or Timescale documentation.

Present your refined design solution to the group.

**Time Allowed: 20 minutes.**

## Issue 1 Suggested Answer – Corporation Tax

### New Processing Design

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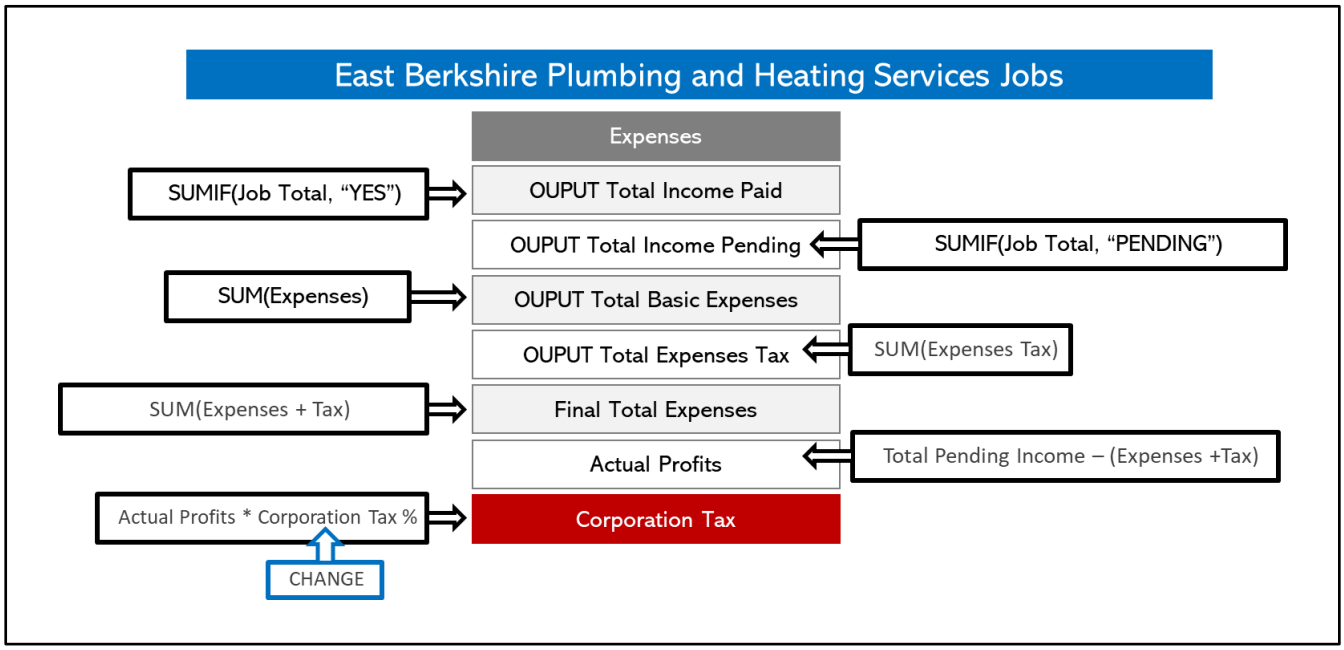
## New Layout Design




## Issue 2 Suggested Answer – Data Sheet

| Task | Timescale | New Timescale |
|---|---|---|
| Create Job Data | Complete by end 11/05 | Complete by end 09/05 |
| Create Tax Data | Complete by end 11/05 | Complete by end 09/05 |
| Create Expenses Data | Complete by end 11/05 | Complete by end 09/05 |

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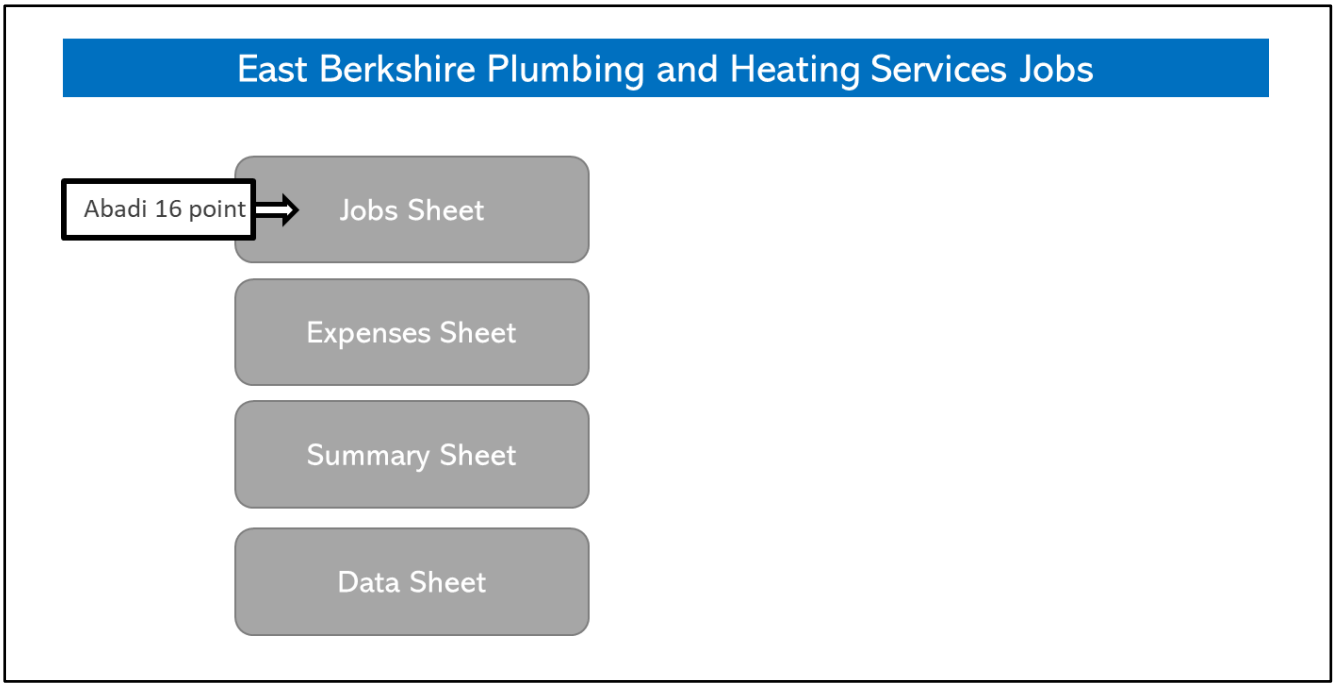
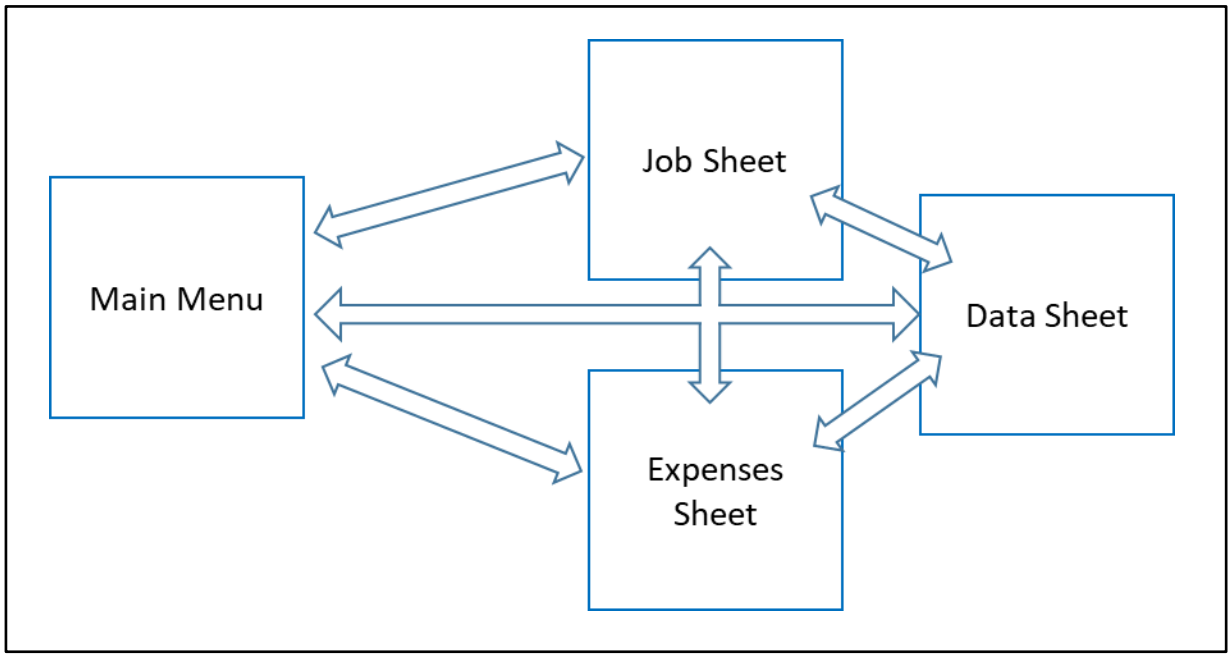
## Issue 3 Suggested Answer – Main Menu

### Layout Designs




### Navigation Designs

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Timescales

| Task | Timescale | New Timescale |
|---|---|---|
| Create Main Menu | Complete by end 12/05 | |
| Add navigation to rest of model | Complete by end 12/05 | |

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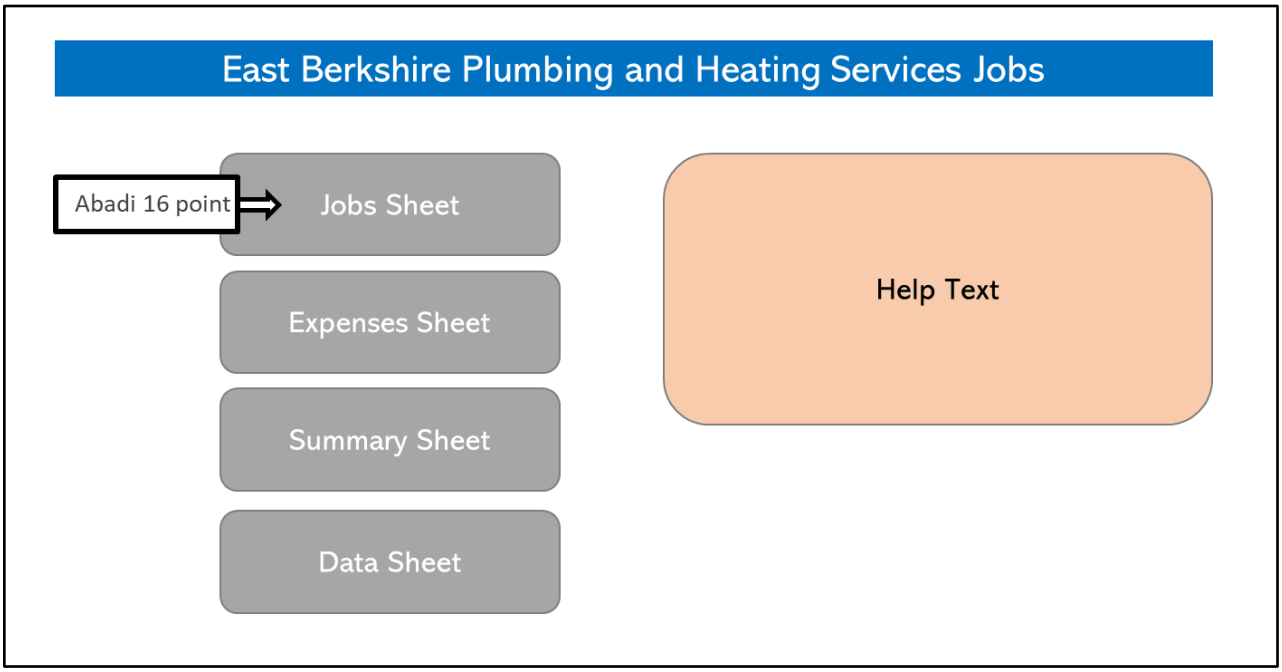
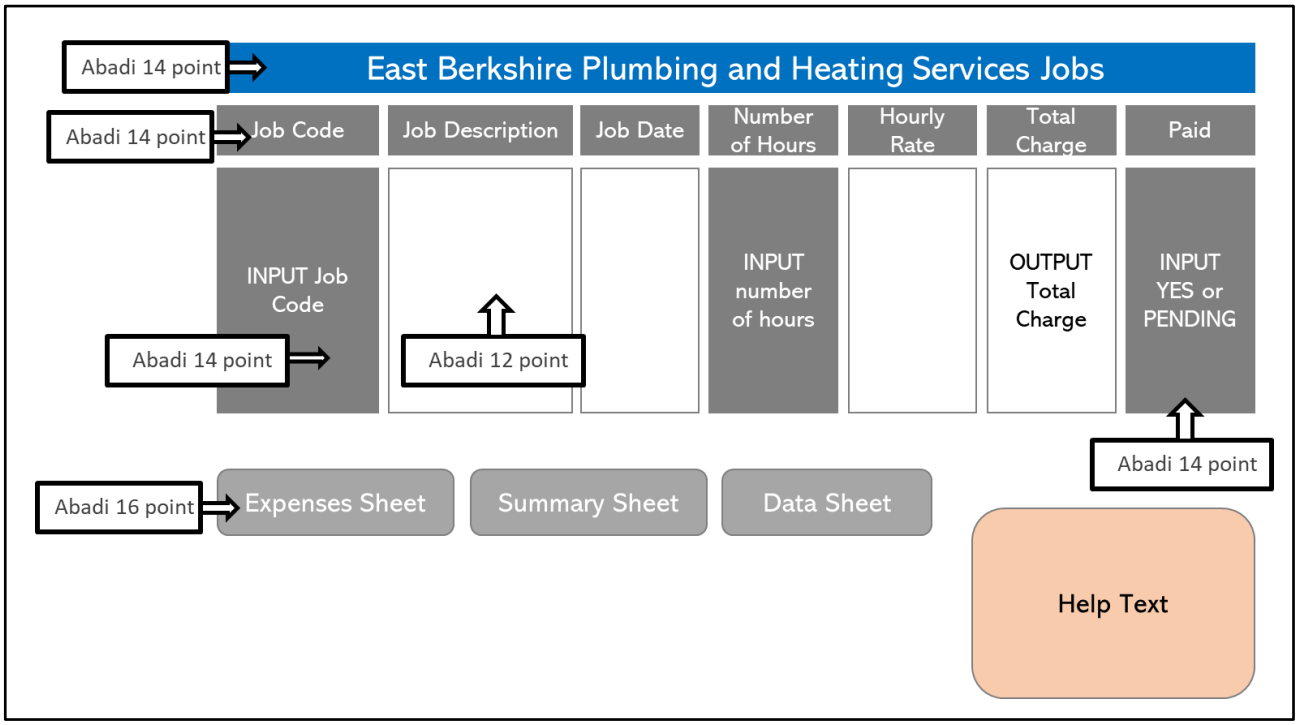
## Issue 4 & 5 Suggested Answer – Navigation Buttons & Help Text

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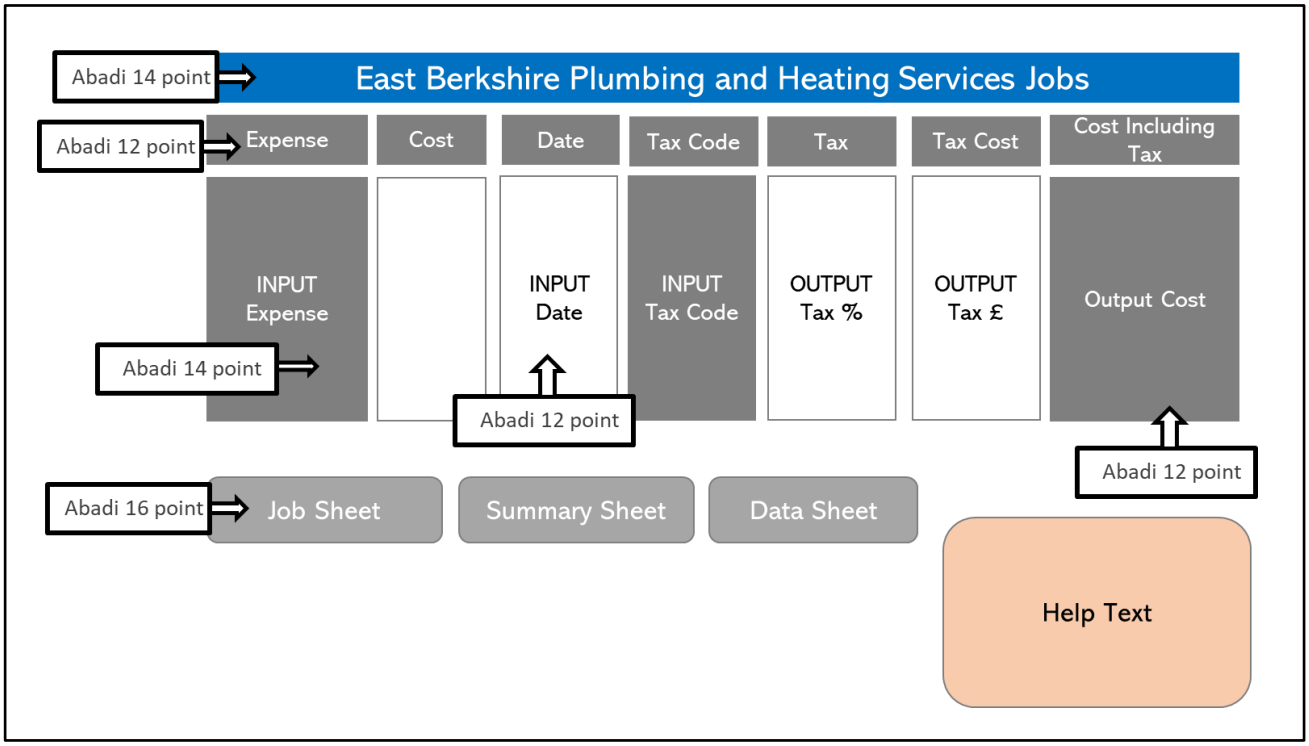


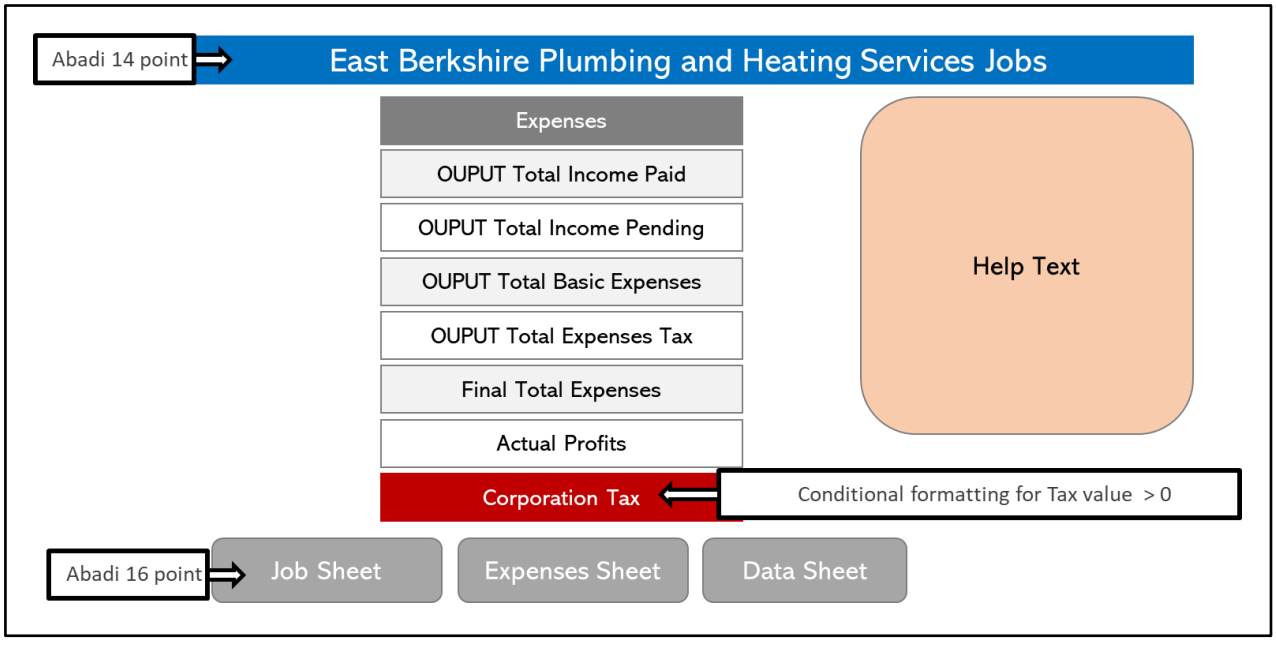


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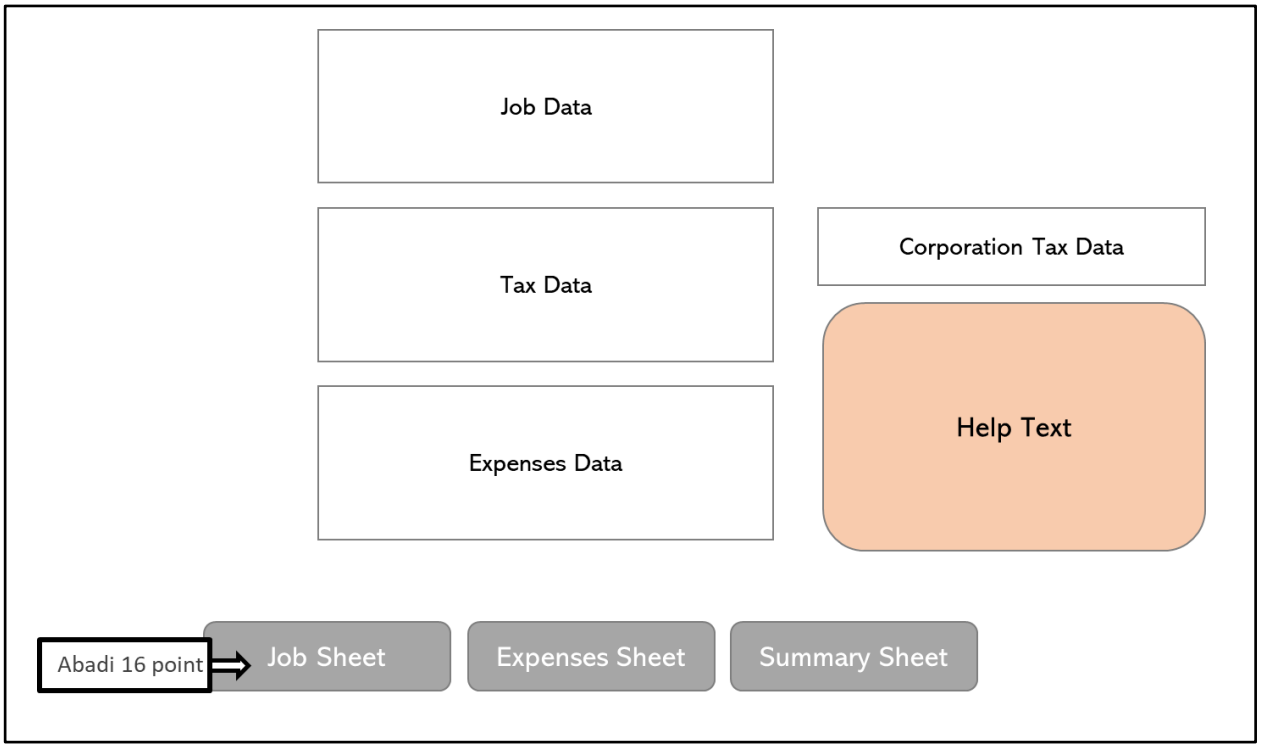


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